

**TITLE OF GROUP OF CLASSES: SENIOR HISTORIC
PRESERVATION SPECIALIST**

TITLE OF CLASSES IN GROUP:

**ARCHITECTURAL HISTORIAN
ARCHEOLOGIST
HISTORIAN
HISTORICAL ARCHITECT
GRANTS MANAGER**

Class Code:

**02703401
02703402
02703403
02703404
02703405**

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform difficult and complex professional historic preservation planning work within the area of specialization indicated in the title of the class of position; to be responsible for the preparation of studies, plans, National Register of Historic Places nominations, reports, and phases of major projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some degree of latitude for the exercise of initiative and independent professional judgement; work assignments are received in outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, supervises and reviews the activities of professional, technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the area of specialization indicated in the title of class of position:

To perform difficult and complex professional historic preservation planning work.

Within the Historical Preservation Commission, to coordinate the work of one of the main program areas: National Register of Historic Places; environmental review; grants; surveys; archeology; technical historic preservation services; public information; and state-owned historic properties.

To perform studies encompassing a complete phase of a major project, a survey or site report, a National Register of Historic Places nomination, a special project or an implementation program, in the areas of archeology, architectural history, history, historical architecture and other topics which involve physical development, management, or protection of historical resources.

To obtain and analyze data from fieldwork, primary and secondary sources, formulate proposals, detail action programs, make cost estimates, and identify legislative and other implementation requirements.

To work closely with cooperating agencies, committees and interested groups carrying out various activities associated with historic preservation programs, projects and services.

To obtain input from such sources and to include this input in various studies.

To present completed studies to governmental bodies and the public.

To lay out graphic materials for preparation by others and organize text and graphics for publication by others.

To review materials such as permit applications, technical reports and environmental impact statements for technical adequacy, subject matter coverage and conformance to policies and recommendations, and to make recommendations for acceptance, modification or disapproval.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to the area of specialization indicated in the title of the class of position and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work; a working knowledge of the methods and procedures required in order to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places; environmental review; grants; technical preservation services; survey; archeology; public information; and/or curation of state-owned historic properties; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others test them and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs, and similar materials to obtain or verify information; the ability to understand and carry out complex oral and written instructions; the ability to supervise and review the activities of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Graduate Degree in the field of specialization (or a closely related field) indicated by the title of the class of position; and

Experience: Such as may have been gained through: employment as a Historic Preservation Specialist in the field of specialization indicated in the title of the class of position; or, employment in a responsible position in a federal, state, municipal or public or private agency or organization involving the performance of professional work in the field of historic preservation planning in an area of specialization indicated in the title of the class of position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: March 15, 2003